

## NAVSEA recognized for Wounded Warrior hiring efforts

As part of November's Warrior Care Month, Assistant Secretary of the Navy (Manpower and Reserve Affairs) Juan Garcia and Chief of Naval Operations Adm. Gary Roughead presented NAVSEA with the Wounded Warrior Hiring and Support Award at a ceremony in the Pentagon Nov. 15.

The award recognizes NAVSEA's commitment and achievement in support of Wounded Warrior hiring and reintegration practices for fiscal year (FY) 2010.

"[During] my last visit to the NAVSEA headquarters, I had the opportunity to meet some of the Wounded Warriors who have been hired, and the passion that they have, the sense of belonging that exists and the sense that they are a vital contributing key member of the team are just overwhelming," Roughead said. "That to me is indicative of not just a headquarters or command initiative, but of the entire organization seeing the value of having these great young men and women coming aboard and being part of a truly great enterprise."

In addition to setting Wounded Warrior hiring goals for each of its major sites, NAVSEA partnered with federal agencies and private organizations to develop programs to help post-service veterans find employment at NAVSEA.

Through a partnership with state and philanthropic entities, NAVSEA's



U.S. Navy photo by MCC Tiffini Jones Vanderwyst

**Chief of Naval Operations Adm. Gary Roughead, left, and Assistant Secretary of the Navy for Manpower and Reserve Affairs Juan Garcia, right, present the Wounded Warrior Hiring and Support award to NAVSEA Commander, Vice Adm. Kevin McCoy, during the Wounded Warrior and Veteran Hiring Recognition ceremony in the Pentagon.**

Learning and Employment Centers are the recognized model in public/private support of Wounded Warrior hiring. The collaboration of state and philanthropic funding with NAVSEA employment opportunities provides comprehensive assistance to veterans, from career counseling to job placement.

NAVSEA's joint enterprise with Defense Acquisition University and Veterans Individual Assistance Training Link (VITAL) launched a contracting career pipeline for Wounded Warriors.

With VITAL coaches serving as the liaison between Wounded Warriors in military treatment facilities and NAVSEA, Wounded Warriors follow a customized program of education and/or training while recuperating to gain certification in the acquisition field, and later job placement as a civilian employee.

Through these joint efforts, NAVSEA surpassed its goal of 134 Wounded Warrior hires in FY10 by 210 percent.

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NAVSEA recognized its leaders in Wounded Warrior hiring at a Commander's Conference, Nov. 3-4 at NSWC Carderock.

#### Shipyards Category

- Puget Sound NSY & IMF - 56 (Gold Medal - Overall Champion)
- Norfolk Naval Shipyard - 45 (Silver Medal)
- Portsmouth Naval Shipyard - 12 (Bronze Medal)

#### Warfare Centers Category

- NSWC Crane - 34 (Gold Medal)
- NSWC Carderock and NSWC Dahlgren - 20 (Silver Medal - Tie)
- NUWC Newport - 13 (Bronze Medal)

#### Small Command Category (Fewer Than 1,000)

- SW RMC San Diego - 33 (Gold Medal)
- SE RMC Jacksonville - 4 (Silver Medal)
- CDSA Dam Neck, EODTECHDIV, SUPSHIP Bath - 2 (Bronze Medal - Tie)

## NAVSEA reflects on a productive year

At the start of 2010, I provided you the command goals/priorities for the year. We outlined 11 focus areas for ourselves and I told you it would be challenging, but that it was critical that we work together to get these efforts in the “done” pile. As the year ends, I want to tell you that I am pleased by OUR accomplishments. Your dedication has increased NAVSEA credibility with Navy leadership. I hope you all have taken the time to read the details of YOUR achievements in the Special Edition of Observer that was published Dec. 3. Not only will you read about the accomplishments, but you will see our goals/priorities for 2011.

I am confident in our ability to meet the goals we’ve laid for ourselves in the coming year. Your passion drives mine and makes me eager to press forward. I am grateful for the time you have given NAVSEA and our Fleet to ensure that our nation is defended by warfighters who have the tools they need to be

successful in their mission.

I ask you to continue to keep our warfighters in your thoughts and prayers and remember that their sacrifices are what allow us to keep and enjoy our holidays and traditions.

I want to express my personal and heartfelt thanks to each of you for maintaining your focus on the warfighter, your great team spirit, and your dedication to produce solid results for the Fleet this year. You made these past 12 months really COUNT towards keeping America’s Navy #1 in the World.

Take time to re-energize over the holidays as we need each of you to help us with the challenges the organization will have in 2011. Please remember that on the highways, speed, fatigue and alcohol all have grave consequences. From my family to yours, have a wonderful and peaceful holiday season! As always, be safe and keep charging!



U.S. Navy photo

*Kevin M. McCoy*  
Vice Adm. Kevin M. McCoy

## NAVSEA Labor Union Management Council holds year-end meeting

NAVSEA’s Labor Union Management Council held its year-end meeting at NSWC Carderock, Dec. 15.

NAVSEA leadership and labor representatives focused on quality of work life at NAVSEA shipyards, improving safety, and best practices to reduce costs while increasing productivity.

“I am always excited to sit down, listen and roll up our sleeves with our union folks,” said NAVSEA Commander, Vice Adm. Kevin McCoy. “We have lots on our plate to tackle, and I am confident we can work together in achieving our goals for the Fleet.”

Strategic and enterprise level discussions on management and labor issues for 2011 are scheduled to continue in the council’s next meeting set for the first quarter of 2011.



U.S. Navy photo by Diane Kostecky

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## Navy establishes new surface ship maintenance activity

Navy leadership officially established the Surface Maintenance Engineering Planning Program (SURFMEPP) during a ceremony at Norfolk Naval Shipyard, Nov. 8.

Initiated in May 2009 as a NAVSEA field activity called the Surface Ship Lifecycle Management (SSLCM) Activity, the ceremony officially establishes SURFMEPP as a shore command, responsible for providing a comprehensive assessment and sustainment infrastructure for surface ships. Capt. Timothy Corrigan, who previously served as director of SSLCM, will now serve as the commanding officer of SURFMEPP.

"We, as the surface maintenance community, face the challenge of changing the culture and means of identifying, managing, resourcing and planning the execution of the necessary technical requirements that will enable each ship to reach its expected service life," said Corrigan. "We, as a nation, have an expectation that the ships and weapons systems we purchase with hard-earned tax dollars will provide the greatest value and service for the entire time for which that system was intended."

The establishment of this command is part of a renewed focus on surface ship readiness. NAVSEA, in partnership with U.S. Fleet Forces Command, has

begun a series of initiatives to increase fleet support and improve maintenance practices across ship classes, while also modernizing them to keep pace with mission requirements. These initiatives are designed to ensure all surface ships are fully mission-ready and able to achieve their expected service life.

"I am counting on you to lead the way for the Navy to transform how we as a Navy address surface ship maintenance requirements," said ceremony principal speaker Vice Adm. Kevin McCoy, NAVSEA commander. "This is not about a name change, but rather a change that recognizes the vital and significant revolution that has happened in how the Navy views the importance of surface ship maintenance. We are improving the communication between NAVSEA and fleet operators regarding ship maintenance and modernization.

Aligned under NAVSEA's Surface Warfare Directorate (SEA 21), SURFMEPP is

headquartered at Norfolk Naval Shipyard in Portsmouth, Va., with detachments in Norfolk, Va.; Mayport, Fla.; Pearl Harbor, Hawaii; Yokosuka, Japan; and San Diego.

The activity is designed similarly to and will have the same functionality as the Submarine Maintenance Engineering Planning and Procurement (SUBMEPP) Activity and the Carrier Planning Activity (CPA).



U.S. Navy photo

**Rear Adm. James P. McManamon, left, NAVSEA deputy commander for surface warfare, presents the ashore command pin to Capt. Timothy Corrigan, center, the first commanding officer of the newly established Surface Maintenance Engineering Planning Program, during the command's establishment ceremony Nov. 8 at Norfolk Naval Shipyard in Portsmouth, Va. Navy chaplain Cmdr. John W. Maurice, right, provided the ceremony's benediction.**

## Navy improves data access to industry through SHARE

NAVSEA introduced significant capability upgrades to the Software Hardware Asset Reuse Enterprise (SHARE) repository on Nov. 8, providing industry with improved access to Navy ship and system design data.

SHARE is a government-controlled repository of data on Navy and Marine Corps system-related software and hardware. Through SHARE, data such as source codes, user interfaces, requirements, estimations, tests and design models that the Navy has at least Government Purpose Rights (GPR) to can be stored, managed and reused by program offices across the Naval Enterprise and industry. The upgrades to SHARE include enhancements to a user's ability to view, locate and request data, as well as update user profile

information.

"Before the establishment of SHARE, the Navy did not have an enterprise forum for documenting, managing and disclosing designs to industry. Today, we are trying to do a better job in documenting our data rights," said Rear Adm. Jim Shannon, NSWC commander. "SHARE is about protecting and enforcing the Navy's data rights which directly aligns with the Navy's goal to be more open with our architectural designs."

In partnership with PEO IWS, the SHARE repository is hosted at NSWC Dahlgren, enabling qualified SHARE account holders, including members of industry, to request the data in SHARE and reuse it in future designs at no additional cost to their program.

"Aligned with the Contract Guidebook for Naval Open Architecture, we are encouraging our Navy program offices to deposit data into SHARE," said Nickolas Guertin, principal assistant program manager for Open Architecture and Systems Engineering in PEO IWS. "By putting information into SHARE, the Navy can realize cost savings and focus on increased capability for our warfighters. With Open Architecture and Product Lines as a framework, we see opportunities to reduce costs and innovate across the enterprise."

In order to get a SHARE account, users must have a Common Access Card (CAC) or a commercial Class 3 digital certificate. For more detailed information relating to SHARE, go to: <https://acc.dau.mil/SHARE>.

## PHNSY & IMF completes USS Chafee availability

Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (PHNSY & IMF) completed USS Chafee's (DDG 90) 14-week Selected Restricted Availability (SRA) \$200,000 under budget Dec. 3., returning the ship to the fleet as scheduled.

The SRA upgraded the ship's multifunctional towed sonar array, replaced a gas turbine engine, refurbished an anti-missile defense system and tested a cargo handling system.

"These work items were instrumental in Chafee's ability to be a part of the dominant, ready naval force that supports the nation's maritime strategy," said Cmdr. Chase Patrick, USS Chafee commanding officer.

Eight contractors and 10 Alteration Installation Teams (AITs) supported the SRA under a public-private partnership of maintenance services, giving the shipyard added flexibility to

respond to surges in workload. Government or contractor teams comprise AITs and specialize in a particular maintenance job for increased efficiency. Significant contracted repairs included hatch refurbishment, maintenance on the helicopter recovery and traversing system, and tank assessments.

The PHNSY & IMF sail loft fabricated safety nets on the helicopter and flight decks, the ammunition shop repaired the ship's 5-inch MK 45 gun, and the painting and sandblasting shop conducted corrosion control.

"Once again, the keys for a successful availability were the three Cs: coordination, cooperation and communication," said Nelson Viernes, project manag-

er for Chafee's SRA. "The Alteration Installation Teams, prime contractor and subcontractors completed all the work assigned within the chief of naval operations availability and cost was held within the given budget."



U.S. Navy photo by MC2 Mark Logico

*The Arleigh Burke-class guided-missile destroyer USS Chafee (DDG 90) passes the USS Arizona Memorial during a pass and review in Pearl Harbor.*

## PEO IWS kicking off "School of the Warfare Systems"

Program Executive Office for Integrated Warfare Systems (PEO IWS) kicks off a series of informational sessions, "School of the Warfare Systems (SoWS)," at noon Jan. 27 in room 1W-2002/3003 of building 197.

These informational sessions – leveraged from the submarine community's "School of the Boat" training which acclimates young sailors to newly assigned ships – explains the combat systems procured by PEO IWS, as well as the directorates interdependencies required to deliver these critical systems to NAVSEA shipbuilding programs.

Similarly, SoWS training acclimates interns, new employees and mid-career employees to surface warfare systems, and explains how individual contributions benefit the NAVSEA enterprise.

In addition to the informational series, where Major Program Managers (MPM) explain how respective equipment contributes to overall warfare system operation, a second (interactive) phase

is also available to provide ship, factory and test events visits to further illustrate warfare system operation.

SoWS informational sessions are open to all NAVSEA employees and contractors. Registration is not required. Seats are available on a first-come, first-seated basis, and sessions will be presented every other Thursday following the Jan. 27 kick-off. Initial topics of discussion are:

- Jan. 27: Combat Systems Engineering
- Feb. 10: Aegis Weapon Systems
- Feb. 24: Ships Self-Defense System Weapon Systems
- March 10: Dual Band Radar
- March 24: SPY (Aegis Radar)
- April 7: Cooperative Engagement Capability (CEC)

Future training topics will be advertised as they are scheduled.

For further information on SoWS training, contact Thomas Kline at (202) 781-0684 or [thomas.m.kline@navy.mil](mailto:thomas.m.kline@navy.mil).

## Need help with Office 2007?



For training and user tips, visit:

[www.homeport.navy.mil/training/office2007](http://www.homeport.navy.mil/training/office2007)

[www.homeport.navy.mil/support/topics/office-2007](http://www.homeport.navy.mil/support/topics/office-2007)



# LATEST & GREATEST

## USS Jason Dunham commissioned



U.S. Navy photo by MC1 Martin Cuaron

Sailors assigned to the Arleigh Burke-class destroyer USS Jason Dunham (DDG 109) man-the-rails during the ship's commissioning ceremony at Port Everglades, Fla., Nov. 13. DDG 109 is named in honor of U.S. Marine Cpl. Jason Dunham who was mortally wounded by insurgents in Iraq in April 2004 and was posthumously awarded the Medal of Honor Jan. 11, 2007.

## USS Gravely commissioned



U.S. Navy photo by MCC Tiffini Jones Vanderwyst

Crew members of USS Gravely (DDG 107) man the rails during her commissioning ceremony in Wilmington, N.C., Nov. 20. The destroyer honors the late Vice Adm. Samuel L. Gravely Jr., who was the first African American to command a warship, to command a major warship, to achieve flag rank and eventually vice admiral, and to command a numbered fleet.

## PCU Fort Worth christened



U.S. Navy photo courtesy of Lockheed Martin

The littoral combat ship Pre-Commissioning Unit (PCU) Fort Worth (LCS 3) is launched into the Menominee River in Marinette, Wis., during a christening ceremony, Dec. 4. Fort Worth will continue to undergo outfitting and testing at Marinette Marine before delivery to the Navy in 2012.

## NSWC Carderock Division - Ship Systems Engineering Station celebrates 100 years



U.S. Navy photo by MCC Tiffini Jones Vanderwyst

NSWC Carderock Division - Ship Systems Engineering Station, Philadelphia, Pa., celebrated 100 years of research and development in naval machinery and shipboard environmental quality, Nov. 18.

## Outreach volunteers needed for robotics event

NSWC Indian Head and NAWC Pax River are in need of volunteers for the Navy Spring In-School Robotics Event at North Point High School in Waldorf, Md., Dec. 18.

Volunteers will judge robotics projects from classes of 5th and 7th graders in the research, teamwork and technical categories.

To volunteer or for more information, contact Thomas Palathra at (301)744-4106 or [Thomas.palathra@navy.mil](mailto:Thomas.palathra@navy.mil).

## PEO Subs STEM outreach a roaring success

PEO Submarines sponsored three Science, Technology, Engineering, and Math (STEM) events in conjunction with the Nov. 6 christening of the future USS California (SSN 781), the nation's eighth Virginia-class submarine.

California students participated in hands-on learning events, designed to encourage students to pursue STEM-based careers.

"We had two goals for these events," said Dave Miskimens, PEO Subs, director of undersea systems, "first, to impress upon the students of the importance of STEM to our nation's future and how this translates to an outstanding opportunity for their generation. Second is to encourage them to reach their potential and motivate them through education platforms."

Nov. 6, NSWC Corona hosted students, parents, and teachers and set the stage for similar gatherings on Nov. 15 at the Admiral Kidd Center at the Naval Base Point Loma in San Diego and then at the California Science Center in Los Angeles, Nov. 18. Combined, the three events hosted more than 1,000 middle-school students and dozens of California educators.

"In all three events, the students showed a tremendous amount of excitement and enthusiasm. It was amazing to see a room full of students cheering loudly for the speakers and for their submarine and then go completely silent as their peers demonstrated the Mission Ocean simulation," said Miskimens.

Mission Ocean is an interactive and collaborative teaching model sponsored by PEO Subs and developed by Purdue

University Calumet's Center for Science and Technology Education. The year-long curriculum allows students to apply the math and science they learned in the classroom into driving a computer-generated research submarine on an underwater search for a volcano.

"Our first event occurred at USS Missouri's (SSN 780) christening in December 2009 with the St. Louis Science Center and grown from there," said Miskimens.

Historically, students who participate in Mission Ocean have scored significantly higher on standardized tests.

"It all comes down to getting students interested in STEM and showing them that they can have fun learning about these topics," said Rear Adm. Dave Johnson, PEO Submarines. "We in the acquisition community have a mandate from the Secretary of the Navy to increase our outreach efforts with STEM, and Mission Ocean has a proven track record for improving scores and showing students what a STEM-based job is like."

With the successful completion of the three christening events, PEO Subs, Purdue Calumet, and their partners in California are looking forward to hosting similar gatherings when the submarine California commissions in the fall of 2011. PEO Subs is also looking to bring Mission Ocean to Mississippi, Minnesota, and North Dakota, the other states with namesake Virginia-class submarines currently under construction.

## AWARDS

### NAVSEA engineer earns DoD Disability Award



U.S. Navy photo

**SEA05 engineer Anthony F. Battisti (center) receives the Department of Defense's 2010 Outstanding Employee with a Disability Award from Assistant Secretary of the Navy (Manpower and Reserve Affairs) Juan M. Garcia, III (right) and (left) Dr. Clifford L. Stanley, Under Secretary of Defense (Personnel and Readiness), Dec. 7, for his work in improving Sailors' standard of living aboard ships. Battisti's accomplishments include designing shipboard living areas that can be adjusted to reflect the gender composition of a ship's crew and implementing habitability requirements for new and in-service ships.**

### DoD recognizes PHNSY & IMF as top maintenance provider



U.S. Navy photo

**Pearl Harbor Naval Shipyard & Intermediate Maintenance Facility (PHNSY & IMF) received the Robert T. Mason award for excellence in DoD depot level maintenance at the DoD Maintenance Symposium and Exhibition in Tampa, Fla., Nov. 17. In addition to emergency repairs to vessels of strategic importance to the Navy, the award also recognized other PHNSY & IMF accomplishments, including successful Virginia-class submarine support planning, facilities modernization planning, process improvements, and community outreach.**

### NSWC PHD engineer wins SWE award



U.S. Navy photo

**Katherine Gage (left), a mechanical engineer at NSWC Port Hueneme in the Air Dominance department, receives the Society of Women Engineers (SWE) Outstanding Collegiate Member Award from SWE president, Siddika Demir in Orlando, Fla., in November. The award recognizes members who have made an outstanding contribution to SWE, the engineering community and their campus. Gage's award is one of only five SWE awards annually to its 10,000 collegiate members.**



## NAVSEA names 2009 Scientists, Engineers of the Year

NAVSEA announced the selections for the 2009 awards for NAVSEA Engineer of the Year, NAVSEA Scientist of the Year, and NAVSEA Engineer Team of the Year, Nov. 23. The annual award program honors an engineer, scientist, or a team of engineers/scientists whose contributions have enhanced their respective profession.

### NAVSEA Engineers of the Year

*Joseph Burkart, NSWC Crane*

Joseph Burkart is recognized for leading a team of four personnel in the development of a remote-operated small arms mount for the belly firing position of the V-22 Osprey.

*Richard S. Muscato, NSWC Indian Head*

Richard S. Muscato is recognized for his contributions in the research and process development of alternative manufacturing methods for gun and rocket propellants, explosives and pyrotechnics.

### NAVSEA Scientist of the Year

*Dr. Andrew Hull, NUWC Newport*

Dr. Andrew J. Hull is recognized for his development in two fully-elastic models, valid at all frequencies and wave numbers that allow analytical analysis of sonar and vibration problems that were previously unobtainable.

### NAVSEA Engineer Team of the Year

*LCS 1 Early Deployment Team (Engineers from PMS 501, SEA 21, PMS 420, SEA 04, SEA 05, PEO IWS, NAVAIR, PEO C4I, NSWC Carderock, NSWC Carderock, Det Norfolk, NSWC Carderock, Ship Systems Engineering Station Philadelphia, NSWC Dahlgren, NSWC Panama City, NSWC Port Hueneme, and SPAWAR)*

The award recognizes the team's superior performance, innovation, and engineering expertise in support of the CNO's direction to accelerate deployment of the Navy's first Littoral Combat Ship, USS Freedom (LCS 1).

## NSWC Port Hueneme White Sands detachment ARAV team earns David Packard Excellence Award

NSWC Port Hueneme, White Sands Detachment, Aegis Readiness and Assessment Vehicle (ARAV) Team received the 2010 David Packard Excellence in Acquisition Award Nov. 2 for their significant achievements in building and launching a cost-effective family of ballistic missile targets in support of the Missile Defense Agency.

Responding to urgent requests from government agencies, the ARAV Team successfully designed and launched a series of targets that met all the agencies' criteria for cost, flexibility, reliability, safety,

availability and responsiveness.

In the period of July 2009 through June 2010, the team built, integrated and launched eight ballistic missile targets, including a highly sophisticated vehicle that provided the United States with the ability to test against complicated threat representative countermeasures. As a result, the government made significant strides in its development of new and more capable weapon systems designed to counter the most advanced ballistic missile threats. More than 40 vehicles have been delivered to a variety of users.

## Congratulations



**Capt. Kevin Terry**

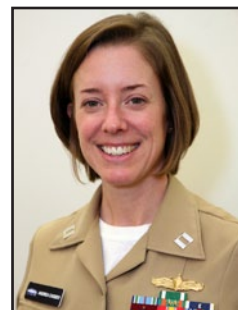
Capt. Kevin Terry relieved Capt. Ralph Soule as Supervisor of Shipbuilding, Conversion and Repair, Newport News in a ceremony at Newport News, Va., Nov. 9.



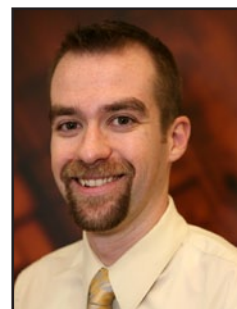
**Victor Gavin**

Deputy Director Executive Officer for PEO LMW Victor Gavin has been selected for the 2010 Black Engineer of the Year Career Achievement Award.

Lt. Andrea Cassidy, lead, LCS Manpower Workload Study in SEA 05, was ranked as a Top 5 nominee in the inaugural Human Resources Community Junior Officer of the Year award. The award recognizes individuals who have made significant contributions to the readiness of the Navy during the fiscal year.



**Lt. Andrea Cassidy**



**Glen Grogan**

Glen Grogan, SEA 05D, ship design manager for the CG 47 Aegis-class Cruisers, received the Elmer L. Hann Award for his technical entry on "Performing Detailed Design

Reviews of a U.S. Navy Surface Combatant within an Integrated Data Environment" at the Society of Naval Architects and Marine Engineers annual meeting and expo in November.

## Safety first: Tips to keep you safe this holiday

During the holiday season, the last trip anyone wants to take is a rush to the local emergency room. Planning ahead and taking a few precautionary measures can keep you, and your loved ones, out of harm's way.

### Trees:

- When purchasing an artificial tree, look for the label "Fire Resistant." Although this label does not mean the tree won't catch fire, it does indicate the tree will resist burning and should extinguish quickly.
- When purchasing a live tree, check for freshness. A fresh tree is green, needles are hard to pull from branches and when bent between your fingers, needles do not break. The trunk of a fresh tree is sticky with resin, and when tapped on the ground, the tree should not lose many needles.
- When setting up a tree at home, place it away from fireplaces and radiators. Because heated rooms dry live trees out rapidly, be sure to keep the stand filled with water. Place the tree out of the way of traffic and do not block doorways.

### Lights:

- Indoors or outside, use only lights that have been tested for safety by a recognized testing laboratory, which indicates conformance with safety standards.
- Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose con-

nections, and throw out damaged sets.

- Use no more than three standard-size sets of lights per single extension cord.
- Never use electric lights on a metallic tree. The tree can become charged with electricity from faulty lights, and a person touching a branch could be shocked.
- Before using lights outdoors, check labels to be sure they have been certified for outdoor use.
- Fasten outdoor lights securely to trees, house walls, or other firm supports to protect the lights from wind damage. Use only insulated staples to hold strings in place, not nails or tacks. Or, run strings of lights through hooks (available at hardware stores).
- Turn off all lights when you go to bed or leave the house. The lights could short out and start a fire.
- For added electric shock protection, plug outdoor electric lights and decorations into circuits protected by ground fault circuit interrupters (GFCIs). Portable outdoor GFCIs can be purchased where electrical supplies are sold. GFCIs can be installed permanently to household circuits by a qualified electrician.

### Decorations:

- Use only non-combustible or flame-resistant materials to trim a tree. Choose tinsel or artificial icicles of plastic or nonleaded metals. Leaded materials are hazardous

if ingested by children.

- Never use lighted candles on a tree or near other evergreens. Always use non-flammable holders, and place candles where they will not be knocked down.
- In homes with small children, take special care to avoid decorations that are sharp or breakable, keep trimmings with small removable parts out of the reach of children to avoid the child swallowing or inhaling small pieces, and avoid trimmings that resemble candy or food that may tempt a child to eat them.
- Wear gloves to avoid eye and skin irritation while decorating with spun glass "angel hair." Follow container directions carefully to avoid lung irritation while decorating with artificial snow sprays.

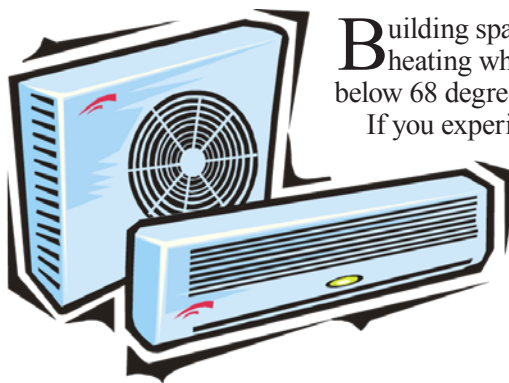
### Fireplaces:

- Use care with "fire salts," which produce colored flames when thrown on wood fires. They contain heavy metals that can cause intense gastrointestinal irritation and vomiting if eaten. Keep them away from children.
- Do not burn wrapping papers in the fireplace. A flash fire may result as wrappings ignite suddenly and burn intensely.

For more information on winter and holiday safety tips, visit the Naval Safety Center website at <http://www.safetycenter.navy.mil>.



## Have the chills?



Building spaces are provided with heating when temperatures fall below 68 degrees.

If you experience temperature issues please call the NAVSEA Facilities Help Desk at 1-HELP (1-4357) option 3 or [nsscfacsupp@navy.mil](mailto:nsscfacsupp@navy.mil) for assistance.



## Ethics Q&A: Holiday guidelines for NAVSEA employees

With the holidays upon us many NAVSEA offices will be holding parties and receptions that involve food, drink and gift exchanges. Following are a few frequently asked questions about seasonal festivities hosted by NAVSEA employees and/or contractor employees.

**Q1.** My office is having a holiday party on a Saturday evening. Each person attending is asked to pay \$5 to cover refreshments and to bring a potluck dish or dessert. We would like to invite contractor employees who support our office. Is this permitted?

**Answer:** Yes. Contractor employees may attend, pay \$5, and bring food because these contributions are not considered to be gifts, but a fair share contribution to the refreshments.

**Q2.** My office is having a party that cuts into duty hours. May our contractor employees attend?

**Answer:** Yes, but the government may not reimburse a contractor for its employees' morale and welfare expenses. The contractor has to decide whether to let its employees attend and forego payment for their time, or insist that they continue to work. If contractor's employees are allowed to attend, the contractor must also decide whether it would pay its employees for that time, even though the government would not reimburse it.

**Q3.** My office wants to give a group gift to our supervisor. Is this permitted?

**Answer:** No. Holiday group gifts to

supervisors are not permitted. Individual gifts would be allowed, provided the gift is not cash, and does not exceed \$10.00.

**Q4.** My office wants to exchange gifts at our holiday party. May contractor employees participate in this gift exchange?

**Answer:** Yes, but, if specific gifts are exchanged based on names drawn in advance (e.g. Secret Santa), this becomes troublesome. Where contractor personnel are involved, a \$20 limit eliminates any concern, provided the recipient will not exceed \$50 of gifts from this contractor during the calendar year. Where an employee has chosen his/her supervisor's name, the \$10 limit would be prudent to follow. However, if gifts are exchanged at random at the party, there are no monetary limits (except common sense). This gift exchange can be viewed as exchanges of items of equivalent value, and that everyone participating is paying market value for the items, so no one is receiving a gift.

**Q5.** I am having a holiday party at my house on a Sunday evening, and would like to invite contractor employees. May they attend? What if they bring a hospitality gift - may I accept it?

**Answer:** Yes, contractor employees may attend your party, and may bring a gift. However, you may accept the gift only if it does not exceed \$20, and you will not exceed \$50 of gifts from this contractor during the calendar year. If the

gift exceeds the \$20/\$50 limitation, and is edible, you may accept the gift on behalf of all your guests and share it with them.

**Q6.** My support contractor is having a party at his house and has invited me to attend. May I accept this invitation?

**Answer:** Normally, government personnel must decline this invitation since the food, drink and entertainment is a gift from a prohibited source, and the average cost per guest would probably exceed \$20. If the cost per guest is \$40, the "I won't eat more than \$20 worth of food" defense will not work. You may accept this invitation if you reimburse the contractor employee your actual cost.

**Q7.** Our office's support contractor is hosting a large holiday party at one of the hotels. There will be several hundred people in attendance, including members of Congress, state government, and other industry officials from various companies. I have been invited to this party. May I attend?

**Answer:** If the party qualifies as a widely attended gathering (involving a large number of persons representing a diversity of views) and your supervisor determines that is in the Navy's interest for you to attend, you may accept the invitation.

This guidance only highlights common questions, and does not cover every situation. For more information, contact Nanette Oppenheimer at (202) 781-3093 or Dale Birdoff (202) 781-3030.

## Pay pool results completing Dec. 30

NAVSEA pay pool leaders are finalizing fiscal year 2010 NSPS results and supervisors will complete Conversation #4 sessions with their employees by Dec. 30.

Supervisors and managers may only be able to provide employees an estimated salary and bonus payout distribution. Their ability to be more specific has been hampered by the President's recently proposed pay freeze and ongoing congressional deliberations on a government-wide pay increase. While NAVSEA doesn't have specific information on the effects a pay freeze may have on performance payouts, a

pay freeze would have no impact on an employee's performance rating or share(s) assignment. New information and its related impact will be shared as soon as it is available.

Official final ratings of record will be effective Jan. 1. Employees will be able to file for a reconsideration of their ratings from Jan. 3 to 12. The process and forms for reconsideration may be found at <https://inavsea.nmci.navy.mil/hq/10/10t/NSPS/default.aspx>.

The NSPS pay adjustments will appear in paychecks on Jan. 21.



# NAVSEA hosts charity fair, SEA-NOPOLY fundraiser for CFC



U.S. Navy photo

Hundreds of NAVSEA employees attend the command mid-campaign CFC fundraiser featuring 16 charity booths, Wii and X-box games, a Maritime Roadshow and food sales.



U.S. Navy photo

PEO IWS receives a trophy for best booth at the command CFC event. NAVSEA codes and directorates decorated their respective booths inspired by property pieces on NAVSEA's SEA-NOPOLY board.



U.S. Navy photo

NAVSEA Commander, Vice Adm. Kevin McCoy visits a charity booth at the CFC mid-campaign fundraiser.

Left: NAVSEA Headquarters has raised 97 percent of its \$1 million goal. The CFC season ends Jan. 17.



## Consider donating excess leave

**D**o you have excess leave? Consider donating some hours to those experiencing a need for additional leave to accommodate their respective hardship.

The following is a recent list of those participating in the program:

Lorena Briscoe	SEA 10
Peter Chu	PEO IWS
Pamela D Angelo	PEO LMW
Monica Durant	PEO Ships
Sara Grinstead	SEA 05
Sherry Hilton	SEA 04
Lorraine Leiker	SEA 21
Donna Mason	PEO SUBS
Janice Matthews	PEO SUBS
Tory McCain	SEA 21
Michelle Novack	PEO SUBS
Ronald Nix	SEA 10C
Fernando Omega	PEO IWS
Sharon Shaw	SEA 04
Tchwan Slye	SEA 02
Kim D. White	Aegis BMD
Evette Wilkerson	PEO IWS



For information on donating leave, contact Denise Dore at (202)781-3147 or [denise.dores@navy.mil](mailto:denise.dores@navy.mil).

## Navy senior leader seminar nominations due Dec. 17

**N**AVSEA is accepting nominations for the Navy Senior Leader Seminar (NSLS) (formerly Navy Corporate Business Course - NCBC) in Monterey, Calif., March 1-10.

The Navy Senior Leader Seminar (NSLS) provides senior officer and senior civilians with an intensive 10-day executive education program that introduces the latest “best practices” in strategic planning, goal setting, strategic communications, effects based thinking, risk management, financial management, and ethics.

Nominations are open to O-6, high potential O-5, and senior civilian Pay Band 3 (and equivalent) candidates.

For questions and to submit nominations, contact Chaprella Collins at [chaprella.collins@navy.mil](mailto:chaprella.collins@navy.mil), or Chris Zubof, [chris.zubof@navy.mil](mailto:chris.zubof@navy.mil).

## ERP

### ERP Anchor Room holiday schedule

**Bldg. 197, Room 4W-1603/4**

*On-site personnel availability limited*

**Dec. 20-22:** 7:30 a.m. - 3:30 p.m.

**Dec. 23:** 7:30 a.m. - 12 p.m.

**Dec. 24:** Closed

**Dec. 27-29:** 7:30 a.m. - 3:30 p.m.; on-site personnel will be located in 1W-2017

**Dec. 31:** Closed

For non-urgent ERP support Dec. 24 and Dec. 31, email all of the following:

Lisa Hanlin at [lisa.winder@herdtconsulting.com](mailto:lisa.winder@herdtconsulting.com)

Abdul Oyofa at [aoyofa@caci.com](mailto:aoyofa@caci.com)

Frank Blake at [R.FRANK.BLAKE@saic.com](mailto:R.FRANK.BLAKE@saic.com)

Lisa Vaughan at [lvaughan@deloitte.com](mailto:lvaughan@deloitte.com)

John Matushoneck at [jmatushoneck@deloitte.com](mailto:jmatushoneck@deloitte.com)

For urgent problems, contact the Anchor Room Watch Officer cell at (301)752-4565. Normal hours of operation resume Jan. 3.

## ERP offers new capability to supervisors

**N**avy ERP has a new capability for supervisors to request administrative changes to ERP account names, e-mail addresses and to modify role-mapping (system access) requirements.

The new ERP tool is called Access Enforcer and appears as a tab on the ERP start screen. Using this tool, supervisors may add new users, remove current users and update some administrative information.

Prior to using Access Enforcer, four web-based training modules, with an estimated completion time of three hours or less, need to be completed. They are:

Access Enforcer – Overview

Access Enforcer – Request Navy ERP Access

Access Enforcer – Account Maintenance

Access Enforcer – Approval

All NAVSEA General Fund supervisors have these courses booked into the training section of their ERP accounts. For those non-supervisors designated as Administrative Officer or Site Training Lead with authorization for these duties, the courses can be found in the ERP general training library in their ERP accounts.

Once requests are made, status notifications are sent via email. Requests can also be tracked through Access Enforcer by the initiator.

Although those without training or authorization may still access the Access Enforcer tab and its links, requests from these unauthorized individuals are rejected and create unneeded work for the ERP system.

Some NAVSEA directorates have established local policies for use of Access Enforcer. Supervisors should check with their ERP Site Lead for information on the current policy in place.

Access Enforcer Quick Reference Guides are located in the iNAVSEA ERP Website: <https://inavsea.nmci.navy.mil/function/erp/Documents/How%20To/Access%20Enforcer>